

## Denver Regional Census Center Management Application Process (for Local Census Offices)

### 1. Application and Related Forms - Checklist

Applicants for management positions within our Local Census Offices must complete and submit the following forms to the Census Recruiter or other Census staff, ***usually at the time of testing.***

- **BC-170D**, Census Employment Inquiry ( Census application form)
- **OF-612**, Optional Application for Federal Employment or a current resume  
If you are interested in applying for multiple positions, a separate OF-612 or resume must be submitted for each position.
- **Evaluation Criteria Statements** – Candidates will be evaluated on the extent and quality of their experience, education and accomplishments. To be considered, you must submit individual statements addressing each evaluation criteria. If you are applying for multiple positions, separate criteria statements must be submitted for each position.
- **I-9**, Employment Eligibility Verification (You must bring 2 forms of appropriate identification to the testing session: one form of ID must include your picture such as a driver's license; the 2<sup>nd</sup> form of ID is typically a social security card or birth certificate. Please bring the original documents to the testing session as well as copies of those documents to be kept with your application materials.)
- **Form DD-214 (bring a copy for your applicant file) and/or SF-15** (Applies only to applicants claiming Veteran's preference.)
- **Supervisory Applicant Reference Sheet**, (You must provide accurate contact information for three references; reference sheets will be completed during the testing session.)

All applicants must pass a background screening, which includes a fingerprint check, to be qualified for Census positions.

### 2. Employment Test

The application process includes an employment test. This test is designed to measure managerial skills and abilities which are relevant to supervisory positions. It consists of 29 multiple-choice items, and applicants will be allowed one hour to complete the test. Call our toll-free number, 1-877-233-4776, to be scheduled for the employment test.

### 3. Interview

The final step of the process involves interviewing. Qualified applicants will be contacted by the Denver Regional Census Center, and interviews will be scheduled and conducted before selections are made.



## **Census 2010 Early Local Census Office Management Team Position Descriptions**

The Denver Regional Census Center will be setting up an Early Local Census Office in Billings, Montana. The Census is hiring the following management positions, which are posted on our website at [www.census.gov](http://www.census.gov). If you have questions or need more information, please call 877-233-4776.

### **Organization of the Early Local Census Office (ELCO)**

The Early Local Census Office operates under the direction of the Local Census Office Manager (LCOM). The LCOM is supported by five assistant managers; the Assistant Manager for Field Operations (AMFO), the Assistant Manager for Recruiting (AMR), the Assistant Manager for Quality Assurance (AMQA), the Assistant Manager for Administration (AMA), and the Assistant Manager for Technology (AMT). Each ELCO is under the direct supervision of an Area Manager who is responsible for the supervision and oversight of all Local Census Offices in the assigned area. Area Managers provide supervision, guidance, and technical direction to the ELCO management staff.

Each manager within the ELCO must carry out his/her assigned duties to assure that the census is conducted on schedule and within budget allocations. Primary duties of the ELCO managers are listed below.

### **Local Census Office Manager - LCOM (\$48,001 salary)**

The LCOM is responsible for the general supervision and administration of the office. This includes direct supervision of at least five employees, supervisors and managers, and indirect supervision of 400-600 field staff. Responsibilities include the planning, development and successful implementation of census operations and field activities within the boundaries of the Early Local Census Office. Supervisory responsibilities include evaluating employees, and taking appropriate actions regarding hiring, promotion, and reassignment. The LCOM serves as the Census Bureau's representative by developing and maintaining good public relations with the news media, community leaders, and local government officials in order to acquaint the general public with the census and promote community cooperation. In addition, the LCOM promotes Census activities by preparing and presenting talks or formal speeches during public appearances and interacting with the media including radio and television interviews and events. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Assistant Manager for Field Operations - AMFO (\$38,609 salary)**

The AMFO is responsible for the direct supervision of 10-15 Field and Office Operations Supervisors and the indirect supervision of approximately 400-600 Crew Leaders and Enumerators, at peak operation, who work outside the Census Office. Responsibilities include accomplishing production and quality goals in field operations under their span of control. The AMFO oversees the training of field and office personnel, as well as conducts individual and group training sessions for their personnel as necessary; determines assignment areas for data collection activities; manages material and assignment preparation for all field operations in their district. The AMFO also reviews and analyzes cost, quality, and progress reports to assure operations are conducted within prescribed time/budget allocations and quality standards; identifies problems, and communicates the action associated with encountered problems. In addition the AMFO assists the Assistant Manager for Recruiting with the recruiting and promotional activities of the LCO and assists the Local Census Office Manager in resolving community complaints concerning problems in the field. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.



## **Census 2010 Early Local Census Office Management Team Position Descriptions (Continued)**

### **Assistant Manager for Recruiting - AMR (\$31,827 salary)**

The AMR is responsible for the management and supervision of the recruitment and testing of applicants to fill Early Local Census Office positions. The AMR is responsible for the direct supervision of approximately 20-25 field and office staff. Responsibilities include preparing an ELCO recruitment plan to ensure that staffing needs are identified and met for all field and office positions; implementing and evaluating the recruitment plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the LCO. The AMR conducts the recruitment process to assure that applicants are identified and tested; maintains liaison with organizations that refer applicants and other employment sources; distributes literature to potential applicants and explains the responsibilities of available positions as well as the goals of census programs. The AMR also assists the Local Census Office Manager to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Assistant Manager for Quality Assurance - AMQA (\$31,827 salary)**

The AMQA works closely with the Assistant Manager for Field Operations and the Local Census Office Manager to advise them on compliance with pre-established quality assurance goals and procedures for all field data collection operations in the Early Local Census Office. In the advisory role, the AMQA works with ELCO operational reports and materials to monitor the quality of data collection processes, performance, and completed field data collection materials, and meets regularly with the Assistant Manager for Field Operations and the Local Census Office Manager to give reports on the progress of the Quality Control operations and identifies quality problems or concerns within the pre-established standards in a clear and timely manner, then suggests remedial action or alternatives to resolve problems. The AMQA directly supervises ELCO office and field staff that review completed data collection forms and other documents. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Assistant Manager for Administration - AMA (\$31,827 salary)**

The AMA is responsible for supervising and managing payroll and other administrative activities. Responsibilities include supervising Office Operations Supervisors and up to 10 clerical staff; managing the daily processing of payroll, personnel, and other administrative documents; monitoring day-to-day selection activities. The AMA assures the administrative operations are conducted within prescribed time schedules and budget allocations. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

### **Assistant Manager for Technology - AMT (\$31,827 salary)**

The AMT is responsible for monitoring technical issues related to the ELCO's automation infrastructure and initiating standard procedures in support of administration, operations, and recruitment. Responsibilities include receiving and inspecting shipments of office equipment and associated materials; maintaining a database inventory of hardware and software; and communicating automation issues to the Regional Census Center and contractor. The AMT also trains ELCO staff; answers user questions about and advises on local hardware and software capabilities and limitations and troubleshoots difficult hardware and software problems. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.